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| SOP Title Reference: **Records at Home** | logomedium |
| Author: GLAS |
| **GLAS Policies and Procedures**  Managing Records at Home | |
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# Introduction

This procedure sets out guidance on the actions to be taken when working with SGUL records at home.

# Purpose

This procedure refers to all physical records.

# Scope

This procedure should be followed by all SGUL employees and contractors who store SGUL records at home.

# Procedure

**Records Management - Working from Home**

When are working from home ideally you will work with electronic records. However, it is recognised that there will be occasions when you will need to work with physical records and physical records that contain personal data which are impacted by the Data Protection Act 2018 and the GDPR. When working with physical records it the following guidance should be followed regarding the storage and where appropriate disposal of records.

**What records may contain personal data?**

Records that may contain personal data include but are not limited to:

* Students records, including but not limited to:
  + Admissions
  + Exams
  + Conduct & compliance
* Contracts
* Research material

**Handling and storing records at home**

* Records should be stored in a secure location and locked i.e. filing cabinet, desk drawer
* When not in use storage areas should be kept locked
* Records containing personal information should never be left unattended on a desk or work area and ensure the contents cannot be seen by anyone but yourself.

**Destruction of records when working from home**

When destroying records, especially records that contain personal information, the aim is to ensure the records cannot be recreated. Therefore it is recommended that if you have records at home that need to be destroyed you retain them in a secure location at home until you can come back onto campus and place the records into one of the confidential waste bins. We do not recommend that you shred the records at home as most home shredders are not of a high enough standard to ensure the records are properly destroyed.

**Transportation of records**

Be mindful when transporting records from SGUL to your home e.g. records should be locked in the boot of your car and taken straight home. It is recommended that you store the records in a sealed envelope or secure bag during transit. There are many instances of records left on buses, trains, or stolen from cars so be mindful and ensure records are safe and secure regardless of your mode of travel.

**Electronic records**

A note on electronic records. If you are using your own laptop or desktop computer for work purposes, please be aware that if you download a document it might go to your local download file. Therefore, you should ensure that you wipe these files once you no longer require them.

# Procedure Maintenance

This procedure will be reviewed annually by the Records Manager

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| Related documents | [Bring Your Own Device Policy (BYOD)](https://www.sgul.ac.uk/about/governance/policies/bring-your-own-device)  [Data Protection Policy](https://www.sgul.ac.uk/about/governance/policies/data-protection-policy)  [Records Management](https://www.sgul.ac.uk/about/governance/policies/records-management) |

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